

SENATE DOCKET
REPORT OF THE COMMITTEE ON BUSINESS AND RULES

TO THE UNIVERSITY SENATE:

Your Committee on Business and Rules respectfully presents the following matters for your consideration at the second meeting of the Senate, May 20, 1943:

- I. Approval of Senate minutes for December 17, 1942.
- II. Report of the Administrative Committee.
- III. Report of the Committee on Relations of the University to Other Institutions of Learning.
- IV. Report of the Committee on Students' Work.
- V. Report of the Committee on Debate and Oratory.

I. APPROVAL OF THE MINUTES OF DECEMBER 17, 1942

II. REPORT OF THE ADMINISTRATIVE COMMITTEE

1. Items Reported for Action

1. *University Calendar for 1943-44.* It was voted to approve the calendar for 1943-44 as presented, subject to later revision if necessary.

UNIVERSITY CALENDAR, 1943-44

1943				<i>Fall Quarter</i>
September	13	Monday		Extension registration first semester begins
September	16	Thursday		Payment of fees closes for students in residence spring quarter in the Institute of Technology, Business Administration, Dentistry, Dental Hygiene, Law, Pharmacy, and Agriculture, Forestry, and Home Economics
September	20	Monday		Entrance tests ¹
September	20-21			Registration for Freshman Week for all new students entering the freshman class
September	20-25			Examinations for removal of conditions; Physical examinations; Registration period, ² College of Science, Literature, and the Arts, and General College
September	22-25			Freshman Week
September	23-24			Registration days ² for all colleges not included above. Payment of fees closes for all students in Science, Literature, and the Arts, General College, Education, Public Health Nursing, Medical School, Medical Technology, Public Health, Physical Therapy, and for new students in other undergraduate colleges
September	27	Monday		Fall quarter classes begin 8:30 a.m. ³
				First semester extension classes begin ⁴
October	2	Saturday		Last day for extension registration
October	9	Saturday		Last day for registration and payment of fees for the Graduate School and for teachers in service
October	16	Saturday		Homecoming Day
October	21	Thursday		Senate meeting, 4:30 p.m.
November	6	Saturday		Dads Day
November	11	Thursday		Armistice Day; holiday (except extension)
November	25	Thursday		Thanksgiving Day; holiday
December	10-11 and 13-16			Final examination period
December	16	Thursday		Commencement Convocation. Senate Meeting, 4:30 p.m. Fall quarter ends 6:00 p.m. ⁵
				<i>Winter Quarter</i>
December	23	Thursday		Payment of fees closes for all students in residence fall quarter in undergraduate colleges
1944				
January	3	Monday		Entrance tests. ¹ Registration ² for new students in all colleges. Payment of fees closes for new students in all undergraduate colleges
January	4	Tuesday		Winter quarter classes begin 8:30 a.m. ³
January	15	Saturday		Last day for registration and payment of fees for the Graduate School and teachers in service
January	24	Monday		Extension registration second semester begins
February	5	Saturday		First semester extension classes close
February	7	Monday		Second semester extension classes begin ⁴
February	12	Saturday		Lincoln's Birthday; holiday (except extension)
February	17	Thursday		Last day for extension registration
February	17	Thursday		Charter Day Convocation; Senate meeting 4:30 p.m.
February	22	Tuesday		Washington's Birthday; holiday (except extension)
March	10-11 and 13-16			Final examination period
March	16	Thursday		Commencement Convocation. Payment of fees closes for all students in residence winter quarter in undergraduate colleges. Winter quarter ends 6:00 p.m.
				<i>Spring Quarter</i>
March	24	Friday		Entrance tests ¹
March	24-25			Registration ² for new students in all colleges except the Institute of Technology. Payment of fees closes at 12:00 noon, March 25 for new students in all undergraduate colleges
March	25	Saturday		Registration day for all students in the Institute of Technology
March	27	Monday		Spring quarter classes begin 8:30 a.m. ³
April	7	Friday		Good Friday; holiday (except extension)
April	8	Saturday		Last day for registration and payment of fees for the Graduate School and for teachers in service
May	11	Thursday		Cap and Gown Day Convocation
May	13	Saturday		Mothers Day
May	18	Thursday		Senate Meeting, 4:30 p.m.
May	30	Tuesday		Memorial Day; holiday (except extension)
June	2	Friday		Second semester extension classes close
June	2-3 and 5-9			Final examination period
June	4	Sunday		Baccalaureate service
June	9	Friday		Spring quarter ends 6:00 p.m.
June	10	Saturday		Seventy-second annual commencement
				<i>Summer Session</i>
June	12-13			Registration, first term. Payment of fees closes at 4:00 p.m. June 13 for all colleges
June	14	Wednesday		First term Summer Session classes begin 8:00 a.m.
July	4	Tuesday		Independence Day; a holiday
July	20	Thursday		Commencement Convocation
July	21	Friday		First term closes
July	24	Monday		Second term registration and payment of fees close at 4:00 p.m. July 24 for all colleges. Second term classes begin 8:00 a.m.
August	25	Friday		Second term closes

¹ Applicants are urged to take entrance tests a month in advance of the quarter for which admission is desired. Tests may be taken at the University Testing Bureau. See Admission, page 8, Bulletin of General Information.

² Registration subsequent to the date specified will necessitate the approval of the college concerned. See privilege fees for late registration, page 50, Bulletin of General Information. No student will be allowed to register in the University after one week from the beginning of the quarter excepting in unusual cases wherein special circumstances shall justify the appropriate committee of the college concerned permitting registration at a later date.

³ First hour classes begin at 8:15 a.m. at University Farm.

⁴ This date does not refer to correspondence study courses, which may be started at any time during the year.

⁵ Extension classes continue to Saturday, December 18, and will resume Monday, January 3, 1944.

2. **Items Reported for Information**

1. *Refunds for students leaving for military service.* It was voted to recommend to the Board of Regents that the present rule (Min. B. R. 9-28-40 p. 570) be restated as follows:

"That students who are called, or volunteer, for active duty with the armed forces of the United States as evidenced by presentation of order to report for induction shall be entitled to refund of tuition on the following basis:

- a. Full refund for cancellation before midquarter.
- b. One-half of refund for cancellation between midquarter and the beginning of the last week of classes.
- c. No refund for cancellation during or after the last week of classes.

The refund of the incidental fee representing service charges shall be continued on the basis for such refunds as now established."

2. *Credit for students leaving for military service.* The president read for information the following action of the College of Science, Literature, and the Arts:

"The Executive Committee of the College of Science, Literature, and the Arts has voted to allow proportional blanket credit for the work of the quarter for any student who drops out to enter the armed services provided he has completed at least one-half of the quarter's work. If the student leaves college so near the end of the quarter that the work is practically finished and his instructors are willing to give him a grade on the basis of his record up to that time, he will receive his credits in the usual way."

3. *Graduation requirements for students leaving for military service.* The president reported for information that at a meeting of the deans of the various colleges December 22, 1942, it was the sense of the group that adjustment in graduation requirements is properly a matter for the individual colleges to decide. It was mutually agreed that the colleges should keep each other informed of any general action taken to reduce the number of credits normally required for graduation for students leaving for the armed forces.

4. *Statement of policy relative to military and war-related training groups.* On the recommendation of Dean Williamson it was voted to adopt the statement of policy suggested in the following memorandum:

The probability that many new military and war-related training groups will be assigned to and housed on the University's two campuses, points to the desirability of a clear formulation of policies and responsibilities with respect to these groups. At a recent meeting of staff members concerned with various aspects of students' welfare and recreation programs, the following statement of policy was formulated with the recommendation that it be forwarded to you for establishment as an official statement in the customary manner. Assuming that some such policy is officially established, your staff members concerned at present with students' welfare, recreation and counseling will assume responsibility for formulating programs and making facilities available through the proper channels. It should be emphasized that we desire to offer our cooperation and our services in an effort to make the military personnel feel "at home" on the campus, assuming that such cooperation is desired by the several military commandants.

It is our thought that such a statement as the following might be presented to the commandant of each unit in order to facilitate cooperation between the University staff and military authorities. It is our recommendation, therefore, that such a statement be issued by you to the commandant of each unit as it is established on the campus with the further information that the staff members stand ready to cooperate in the handling of military and war-related personnel.

Program provisions should be made for meeting six special needs of these groups:

(1) Sports and Physical recreation facilities as are provided by the Athletic Department in the established manner.

(2) Social recreational programs especially organized for soldiers, sailors, and civilians in training for war work such as the Curtiss-Wright Cadettes. In this area the two student unions will assume major responsibility, calling upon other student organizations for cooperation in providing special dances, parties, and the like.

(3) Special club room facilities available at certain hours for military personnel, male or female as the case may be, but not for mixed groups. Such facilities are being established on both campuses by the two unions and by the Main campus YMCA. These club rooms will be operated solely by students and members of the staff. It is well that it be understood that USO, Civilian Defense groups, and other community agencies should not be assigned responsibility for club rooms or other recreational programs on the campus.

(4) Every effort should be made to encourage members of military groups to participate in regular recreational programs provided for students. It should be noted that this process of assimilation is progressing satisfactorily on both campuses and, with the cooperation of responsible military officers, will develop to a greater extent.

(5) Special facilities should be made available to members of these groups for religious service and special counseling on religious and morale problems. Since the University has for years depended upon the YMCA's to serve as a coordinating agency for this service to students, similar responsibility for military and war-related personnel should be assigned to these two organizations, and off-campus religious organizations should work through the staff members of the YMCA's.

(6) Since the military and war-related personnel are adolescents comparable in age to our own students, it may be expected that they will need types of counseling similar to those provided for our own students. For this reason our regular counseling facilities should be made available, through the proper channels, to such individuals as desire this type of services. Specifically, mental hygiene counseling in the Health Service and educational counseling through the Testing Bureau should be provided.

If these policies meet with your approval, we suggest that they be communicated to the commandants of the several units now established and to be established in the future. Furthermore, we think it advisable that frequent meetings be held between the staff members concerned with the various programs listed above and the military units to work out the practical details of putting such a program into action. Specifically, means should be established to acquaint each individual with the University's facilities so that those who wish may more readily utilize them. I refer not only to counseling facilities but also to the extensive recreational programs. Perhaps special bulletin boards can be established or a special department established in the *Minnesota Daily* and circulated among the various military groups. The suggestion has also been made that the University prepare a special handbook to be issued, through proper channels, to members of all units. Such a bulletin would describe briefly the many facilities of the University available to military personnel and would serve a purpose comparable to that of the University's Freshman Week Handbook.

Special attention should be called to the desirability that the University assume full and complete responsibility for these types of services to these groups with respect to the campus programs. What is done for the groups off campus is of no official concern to the University but off-campus groups should not be permitted to assume responsibility for programs conducted on the campus if there is to be a well-balanced and well-conducted program of services.

If such responsibilities are assumed by the indicated departments, it is our desire to re-establish the former staff social coordinating committee in order to facilitate the development of an effective program and to correlate the many aspects of these programs. On such a committee will be representatives of all departments of the University concerned with welfare, recreation and counseling. In effect, this proposal, in its entirety, is a further means of converting the campus from a peace-time to a war-time campus. In line with the expectation that our military and war-related personnel training groups will be greatly increased, we believe that we should prepare special facilities and programs for such groups based upon officially established policy by the commandants of the various units.

5. *Scheduling of classes.* Dean Willey reported that a recent survey by Dr. Tyler of use of rooms shows a preponderance of classes during the morning hours and on Monday, Wednesday, and Friday. It was mentioned as imperative that schedules be revised to provide a more even distribution of classes so that class rooms may be released for use of special programs as they develop. The secretary was requested to meet with the officers of the various colleges responsible for scheduling of classes to accomplish this end.

6. *Report of the Committee on the Contribution of the Defense Program in the Areas of Health, Physical Fitness and Recreation.* On the recommendation of Dean W. E. Peik, committee chairman, it was voted.

- (1) To recommend strongly to the faculties that for the duration of the war a maximum of not less than 12 credits in Physical Education be accepted for graduation for all students enrolled in the Army and Navy ROTC and in the enlisted reserve programs.
- (2) To recommend strongly to the faculties that every student, upon entrance to the University, be required to take a comprehensive examination covering personal and community health information and that those who fail to show a reasonable standard of knowledge be required to take a suitable course covering that field as specified by the Department of Preventive Medicine and Public Health.
- (3) To recommend strongly to the faculties that for the duration of the war all men during their first six quarters of University work be required to take the equivalent of one credit per quarter of appropriate physical education courses. Transfer students who have completed physical education courses elsewhere will be excused from all or such portions of these requirements as is determined by amount of credit allowed for previous work.
- (4) To recommend strongly to the faculties that for the duration of the war all women during their first six quarters of University work be required to take the equivalent of one credit per quarter of appropriate physical education courses. Transfer students who have completed physical education courses elsewhere will be excused from all or such portions of these requirements as is determined by the amount of credit allowed for previous work.

THREE—737—SENATE MINUTES—

7. *Army and Navy Program.* Mr. Middlebrook discussed items involved in Army and Navy contracts mentioning May or June as possible date of assignment of first groups to the campus under the new Army and Navy Training Program. Although the University has not yet been so designated it was indicated as a safe assumption that it will be for both Army and Navy programs. Unit size will be probably not less than 300 with 500 the usual minimum. Mr. Middlebrook emphasized that although the contracts cover all costs involved no profit is made.

8. *Use of Staff.* The president discussed problems involved in maintenance of staff. It was agreed as the sense of the committee that the University should seek special programs that are at a level that will permit profitable use of existing staff members and avoid programs at the subcollegiate level. The deans were requested to make an earnest study of adaptation of present staff to programs as they develop and to submit suggestions as to ways and means of maintaining present staff.

9. *Winter quarter commencement.* President Coffey read a letter from Robert Larson, president of the senior class, recommending that the winter quarter 1943 commencement be held in the evening because the class, first to graduate under the accelerated program, will be double the normal size, many of whom will be soon drawn to service, would appreciate a more impressive ceremony, and parents can attend more conveniently at night than during the usual morning hour. It was voted to hold the winter quarter 1943 commencement at night as recommended.

10. *Admission of non-high school graduates.* President Coffey reported for information a communication from the North Central Association of Colleges and Secondary Schools dated January 23, 1943 recommending policies essentially the same as those adopted by the University of Minnesota with respect to admission of non-high school graduates.

11. *Status of Physical Fitness work offered by Naval Science and Tactics.* The status of Physical Fitness work offered by the Department of Naval Science and Tactics was discussed. It was voted that physical fitness reports be certified through the Department of Physical Education so that Physical Education credit may be allowed.

12. *Report of the Special Committee to consider Mothers Day.* On the recommendation of Dean E. G. Williamson, chairman, it was voted

(1) That for the duration of the war special Mothers Day programs be discontinued. (Assumption that similar discontinuance will be made with respect to Dads Day programs in October.)

(2) That the President of the University prepare a suitable message to mothers which will be mailed to them and also to all university students now in military service explaining why the University is discontinuing this program because of the exigencies of the war and further outlining some of the problems faced by the University and by students as a result of the war.

(3) That the *Minnesota Daily* be asked to prepare a special Mothers Day issue which should have as its theme carrying the campus to the mothers and containing special articles describing the present-day University. That the special issue of the *Daily* should also be mailed to our students now in Military Service. Part of the funds normally spent on Mothers Day program might well be used to assist the *Daily* in preparing this special issue.

13. *Summer Period Load and Compensation.* The following recommendation with respect to summer session compensation was discussed by Mr. Teeter. No objection being indicated the president stated this plan would be followed.

The basis of salary and teaching load of members of the teaching staff in the Summer Session for 1943 shall be the same as that of the Summer Session for 1942 except as follows:

a. In war training contract courses, the salary and teaching load must follow the specifications of the contract.

b. Staff members who offered instruction under war training contracts and also to regular civilian students shall be paid on the war training contract basis, namely, 1/9 of the "B" salary per month of service. Each term of Summer Session shall be computed as the equivalent of 1 1/4 months for such pay purposes.

14. *Summer Session Hours.* It was voted, for the Summer Session of 1943, to begin classes at 8:30 a.m. and to follow the same schedule of office hours as during the academic year.

15. *The use of the name of the University of Minnesota on publications.* On the recommendation of the Senate Committee on Printing it was voted that:

The name of the University of Minnesota shall not be used on any publication by members of its staff in a manner which might suggest University endorsement unless such publication has been authorized by the president of the University or his designated representative.

No funds allocated to departments for operating supplies and expenses may be sent for off-campus printing or mimeographing without prior approval of the President's office.

III. REPORT OF THE COMMITTEE ON RELATIONS OF THE UNIVERSITY TO OTHER INSTITUTIONS OF LEARNING

1. Items Reported for Action

1. *Lourdes High School, Rochester.* It was voted on the recommendation of the inspector to place Lourdes High School on the published list of accredited schools.

2. *Credit for Educational Experience in the Armed Forces.* It was voted to recommend to the University Senate as an amendment to the resolution concerning credit for military service, adopted by the Senate December 19, 1942:

That the University go on record as desiring to cooperate with the United States Armed Forces Institute in its attempt to evaluate the educational training men are receiving in the Armed Forces and will utilize, as far as practicable, the Armed Forces Institute measurements of educational competence in determining the amount of credit to be allowed.

2. Items Reported for Information

1. *Junior College transfers.* The chairman discussed the problem of students accelerating their programs by taking junior college work along with the work of their senior year in high school. The secretary reported present practice with respect to admission as basing entrance entirely on the junior college record if a full year or more of junior college work has been completed, students with less than a year of college work being considered for admission on the basis of high school credits. It was the sense of the group that there will be no serious problem if high school and junior college records are kept separate. It was recommended that the junior colleges advise their students to complete a full year of college work before applying for transfer to the University so that they may be considered on the basis of college work alone especially if the student has been admitted to the junior college before graduation from high school.

2. *Contract courses.* The secretary discussed the desirability of review of ESMWT, Curtiss Wright, Army, Navy, and other contract courses with the view to deciding their status with respect to college credit. It was voted that the secretary assemble descriptions of these courses and obtain the judgments of the respective officers in charge of instruction with respect to college credit for review by the committee.

Respectfully submitted,

R. R. SHUMWAY, Chairman

IV. REPORT OF THE COMMITTEE ON STUDENTS' WORK

1. Items Reported for Action

1. *Uniform Grade and Honor Point System.* It was voted to recommend to the Senate, effective after the close of the spring quarter 1942-43, that:

(1) There be four permanent grades, A (highest), B, C, and D (lowest) which shall be acceptable for the completion of a single course.

(2) There shall be a permanent grade of F (failure) given for work which in the opinion of the instructor should be repeated in class. College faculties may adopt additional procedures for the removal of failures.

(3) The grade of E (condition) shall be abolished.

(4) The grade of I (incomplete) shall be a temporary grade indicating that a student has a satisfactory record in work completed and for justifiable reasons satisfactory to the instructor in charge was unable to complete the work of the courses.

Any student receiving this grade shall be required to complete the work of the course within the first thirty days of his next quarter in residence. A grade of Incomplete which is not removed within the first thirty days of the student's next quarter in residence shall be marked cancelled without grade.

An extension of time may be permitted for removal of incomplete grades upon recommendation of the instructor concerned and approval by the Students' Work Committee of the college in which the student is registered.

If a petition is presented after the end of the thirty-day period, a restoration of the mark of incomplete may be permitted by the Students' Work Committee of the college concerned upon the recommendation of the instructor but would be considered in the nature of a special examination for which the special examination fee would be required.

(5) There shall be a symbol T (transferred), indicating the transfer of credits from another institution or from one college to another of the University.

(6) For the purpose of determining scholarship averages, honor points shall be assigned to grades of A, B, C, and D as follows:

Each credit of A	3 honor points
Each credit of B	2 honor points
Each credit of C	1 honor point
Each credit of D	0 honor points

A student's scholarship average shall be the ratio of honor points earned divided by the credits earned plus credits of removed and unremoved failures.

It shall be the privilege of any college or school to set special standards of scholarship as a condition of registration in particular courses of study, of admission to the college or school, or promotion, of counting work toward a degree, or of continued residence in the college or school. Such special standards, however, shall be based on the grades and honor point values herein defined.

2. *Records of Disciplinary Actions.* It was voted to recommend to the Senate:

(1) That the following Senate action of May 18, 1939 be rescinded:

"The Clearing of Records of Disciplinary Actions. On motion it was voted unanimously not to alter records of transcripts for seniors as proposed. It was understood, however, that by action of the college Students' Work Committee or faculty, supplementary statements with reference to a student who had previously been disciplined for other than scholastic reasons might be added to the record, if possible, or referred to on the record and made a supplement to the record in cases of transcripts to other institutions or to prospective employers."

(2) That in the future disciplinary action (except drop for low scholarship) of the All-University Disciplinary Committee and of the Students' Work Committees of the various colleges be reported to the Office of Admissions and Records. The correspondence reporting the above action shall be filed separately with the notation "See special file" written on the student's official record for cross reference purposes. At any future date when an official record is requested by other educational institutions, prospective employers, and other individuals or agencies or by the student, the Director of Admissions and Records shall clear with the chairman of the discipline committee taking the original action and shall release information about such action only upon approval of the disciplining authority.

(3) That the policy and procedure outlined in item (2) be applied to disciplinary actions taken and recorded previous to this action.

Respectfully submitted,

E. G. WILLIAMSON, Chairman

**REPORT OF THE COMMITTEE ON DEBATE
AND ORATORY**

Although not a few debaters have been called into the armed services and members of the debate squad have yielded to many demands for community service, the intercollegiate debate program was as extensive this year as it has been in other years.

Members of the men's squad debated with the following colleges and universities: St. Thomas, Gustavus Adolphus, Northwestern, Chicago, Wisconsin, Iowa, Illinois, Ohio State, Purdue, and Indiana. They won nine of their fifteen decision debates. One debate with Wisconsin was a non-decision debate. All the debates were concerned with problems of post-war world organization. The men participating were: Gib Monette, Henry Haverstock, Marvin Karengold, Roy Sanford, Ted Herman, Ray Weiland, Dudley Ruck, and David DeWahl.

The women's squad participated in the Western Conference Women's Discussion at Northwestern University on November 20th and 21st. Our representatives were Barbara Dailey and Betty Alexander. The topic discussed at the Conference was post-war world organization.

As a result of suggestions made at the meeting of the Speech Section of the Minnesota Education Association last fall, we invited to the University representatives of colleges in Minnesota to participate in a Minnesota All-College Congress, February 12th and 13th. In this congress thirty-two schools and colleges were represented by more than one hundred delegates. The student delegates organized themselves into a parliamentary body, introduced bills, appointed committees for the consideration of these bills, and at the final session enacted five "laws." Before adjourning, the members voted to hold another such congress next year.

The annual contest of the Northern Oratorical League for the Frank O. Lowden prizes was held at the University of Wisconsin April 2nd. The representative of the University of Minnesota was Stanley Jepson, Ag45. The first prize of \$100 was won by Allen Conwill, representing Northwestern University; the second prize of \$50 was won by James M. Stevens, representing the University of Indiana.

Because of the fact that the annual contest of the Northern Oratorical League was advanced this year one month, and since four of our students who handed in manuscripts for the Pillsbury Oratorical Contest were drafted into the Army, it was not possible to hold the Pillsbury Oratorical Contest before April 2nd. By action of the Senate Committee on Debate and Oratory, we were authorized to select a speaker to represent the University in the contest of the Northern Oratorical League.

Respectfully submitted,

FRANK M. RARIG, Chairman